

Pursuant to the Scientific Activity and Higher Education Act (Official Gazette No. 123/03, 198/03, 105/04, 174/04, 02/07, 46/07, 45/09, 63/11 and 94/13), the Regulations on undergraduate and graduate studies at the University of Zagreb (July 2008), and in accordance with the provisions of the Regulations on the structure and activities at the Centre for Croatian Studies of the University of Zagreb (October 2008), at the meeting session held on 11 September 2013 the Science and Education Council of the Croatian Studies, University of Zagreb, issued

**AMENDMENTS  
TO THE REGULATION ON UNDERGRADUATE AND GRADUATE STUDY  
PROGRAMMES  
THE CENTRE FOR CROATIAN STUDIES OF THE UNIVERSITY OF ZAGREB  
(Consolidated text)**

**I. GENERAL PROVISIONS**

**Article 1**

Introductory provisions

1. These Regulations on undergraduate and graduate studies at the Centre for Croatian Studies of the University of Zagreb (hereinafter: the Regulations) determine the structure, implementation and attendance of the undergraduate and graduate study programmes at the Croatian Studies, University of Zagreb (hereinafter: the Croatian Studies). The Regulations specify the types and levels of study, enrolment requirements, length of study, student status, enrolment in the next academic year, conditions for transfer, exam attendance, study completion and other issues related to the structure and execution of undergraduate and graduate studies.
2. Work at the Croatian Studies adheres to the principles of the code of ethics of the University of Zagreb.
3. The terms used in this document which may connote gender, regardless of whether masculine or feminine forms are used, shall be taken to include both genders equally.

**II. STUDIES**

**Article 2**

Types and degrees of study

1. Higher education at the Croatian Studies is provided in the form of university studies.
2. University study programmes are carried out at three degrees:
  - undergraduate studies,
  - graduate studies,
  - postgraduate studies.
3. The Croatian Studies organize and conduct undergraduate, graduate and postgraduate university studies in the fields of social sciences and humanities, as well as interdisciplinary scientific fields.

**Article 3**

Duration of study

1. The undergraduate studies at the Croatian Studies are carried out throughout a period of three years.
2. By the end of their undergraduate studies, the students must obtain a minimum of 180 ECTS credits.
3. Undergraduate studies prepare the students for graduate study programmes and to perform certain professional activities.
4. The graduate studies at the Croatian Studies are carried out throughout a period of two years.
5. By the end of their graduate studies the students must obtain a minimum of 120 ECTS credits.
6. The total number of credits earned throughout the undergraduate and graduate studies shall amount to a minimum of 300 ECTS credits.
7. Graduate studies prepare the students for postgraduate study programmes, as well as to perform certain professional activities and scientific research work.

#### **Article 4**

##### Study programme

1. A university study is organized according to the study programme adopted by the Science and Education Council of the Croatian Studies and confirmed by the Senate of the University of Zagreb (hereinafter: the Senate).
2. A study programme proposal must comply with the applicable regulations concerning the higher education in the Republic of Croatia, regulations of the University of Zagreb and regulations of the Croatian Studies.

#### **Article 5**

##### Study programme amendments

1. The Croatian Studies have the right to amend a study programme for which they have been issued permission by the competent authorities providing they do so with the approval of the Senate and in accordance with the recommendations of the competent authorities.
2. Amendments to study programmes for the first years of undergraduate and graduate studies must be adopted and published on the website of the Croatian Studies prior to the issuance of a public call for admission to the first year of study.
3. Amendments to study programmes for the remaining years of study must be adopted and published on the website of the Croatian Studies at least two months prior to the commencement of the new academic year.

#### **Article 6**

##### Study programme

1. Study programmes are conducted according to the syllabuses adopted by the Science and Education Council of the Croatian Studies at the proposal of the councils of individual departments holding the programmes and prior to the commencement of classes in the academic year to which the syllabuses refer.
2. A syllabus shall be made public and comply with applicable regulations.

#### **Article 7**

##### Studies in collaboration with other higher education institutions

The Croatian Studies may, in accordance with the Regulations on the structure and activities at the Centre for Croatian Studies and based on a separate agreement, carry out studies in collaboration with other higher education or scientific research institutions.

### **Article 8**

#### Study programme implementation

1. Undergraduate and graduate studies of the Croatian Studies are carried out as single major and double major programmes.
2. In double major study programmes both subjects are studied as major subjects.

### **Article 9**

#### Implementation documents

Study related implementation documents shall include:

- information package,
- transcript,
- diploma supplement.

### **Article 10**

#### Information package

The information package is a catalogue of study courses. Its aim is to facilitate understanding and comparison of educational programmes and to provide full information on educational profiles, study courses and the system of study. The information package is prepared in the Croatian and English language and published on the website of the Croatian Studies.

### **Article 11**

#### Grade transcript

The grade transcript is a document in the Croatian and English language in which the Croatian Studies, as part of the University of Zagreb (hereinafter: the University), provides detailed information on the completed programme (expressed through ECTS credits for each study course) and student achievements. Student success is expressed according to the national grading system.

### **Article 12**

#### Diploma supplement

The diploma supplement is a public document in the Croatian and English language which is enclosed with a diploma or other document confirming the completion of a certain level of higher education for the purpose of providing a detailed insight into the level, nature, and content of the study programme in question, as well as the system and the rules of study at the Croatian Studies. The content of the diploma supplement is prescribed by the Minister of Science, Education and Sports, and its form is prescribed by the Senate.

## **III. STUDENTS**

### **Article 13**

#### Attaining student status

1. In accordance with the Statute a student may be a full-time, a part-time or a guest student.
2. A person acquires the status of a student upon enrolling at the Croatian Studies.
3. At the Croatian Studies a person can attend the studies in the capacity of a full-time student or a guest student.

**Article 14**  
Full-time students

Full-time students are those who attend the study programmes based on a full-time schedule.

**Article 15**  
Top athletes and artists

1. The rights and obligations of full-time students who have the status of top athletes or artists are defined by the agreements concerning their studies which they enter into on admission to their respective studies or to the following academic year.
2. A student who has the status of a top athlete shall, at the beginning of each academic year, submit to the Student Services a new decision by the Croatian Olympic Committee on the categorization of athletes.
3. A student who loses the status of a top athlete during his study shall maintain the same rights and obligations as all other full-time students.
4. Full-time students who have the status of top athletes or artists have an obligation to achieve a minimum of 50 ECTS credits over two academic years in order to retain their status as full-time students without paying the costs of participation in the study. If they fail to meet this condition, on admission to the following academic year they shall be obliged to pay the maximum amount of participation in the costs of their studies.

**Article 16**  
Guest students

1. A guest student is a student from another university who attends parts of the study at the Croatian Studies within a student exchange programme in accordance with a separate agreement.
2. The duration of the guest student status is one year.
3. The rights and obligations of guest students, the manner of settling the costs of study and the possibility of continuing the studies within the University, as well as other issues related to guest student status are established in the agreements with other universities.

**Article 17**  
Cost of participation in study

1. The cost of full-time study shall partially or entirely be covered from the funds provided by the University.
2. Student participation in the cost of study is determined depending on the student's success throughout the course of the study.
3. The participation in the cost of study is determined based on the decisions of the competent authorities of the University and the Croatian Studies.

**Article 18**  
Determining the amount of participation in the cost study

1. Students who have not completed their undergraduate studies within three years or who have not completed their graduate studies within two years are required to re-enrol and attend those courses in which they have failed to meet the requirements and they must also fulfil the remaining obligations necessary for the completion of the study programmes in question, including

finalizing their undergraduate or graduate dissertations and paying the costs of participation in the studies as they are determined for the academic year in the regulations concerning the participation of full-time students in the cost of study at the undergraduate, graduate, integrated and professional study levels at the University of Zagreb. If students have met all course requirements except for the final examination, they are required to re-enrol the course in question, petition for the professor's signature and pass the final exam which is a requirement of the said study programme.

2. Graduate study students who have passed all the exams required by their studies in the regular course of the study (two years) and who have fulfilled all other obligations except for the completion and defence of their graduate dissertations may be exempt from having to pay the costs of the completion and defence of the dissertations, but only if they finalize the task within two semesters following the semester in which they regularly enrolled in the fourth semester of their graduate study.

3. The Head of the Croatian Studies shall decide on the exemption from participation in the costs of study for the next academic year for those persons who submit an application substantiated with proof of being a beneficiary of child benefits, proof that the monthly income of family members during the preceding year did not exceed 50 per cent of the budget base for social benefits, proof that the student or his caretaker is a beneficiary of welfare or proof of other justified reasons.

## **Article 19**

### **Rights and obligations of students**

1. The rights and obligations of students are:

- to regularly attend classes, perform the obligations prescribed by the respective study programmes and the syllabuses and the general and particular regulations of the University and the Croatian Studies,
- to participate in the evaluation of the quality of the teaching system and the teachers in a manner provided in the general and particular regulations of the University and the Croatian Studies,
- to enrol in subsequent semesters or years of study upon fulfilling the obligations set forth in the respective study programmes and syllabuses,
- to take exams in the manner and within the time limits specified by the general and particular regulations of the University and the Croatian Studies, and
- complete their respective studies according to the originally enrolled study programmes.

2. Students are entitled to:

- the quality of the study and the educational process in accordance with their respective study programmes,
- the quality of teaching staff,
- freedom of opinion and expression,
- participate in scientific and professional projects according to their abilities and the needs of the University and the Croatian Studies,
- enrol in courses and attend examinations proscribed by these courses in other university studies of the student's choosing and for the purpose of acquiring additional knowledge,
- the free choice of teachers in those courses where more teachers hold the same course under the same teaching load,
- consultation,
- select a mentor who will oversee the completion of their undergraduate or graduate dissertations if such assignments have been intended by their respective study programmes,
- use the library and other resources provided by the University and the Croatian Studies,

- participate in decision-making at the University and the Croatian Studies in accordance with the provisions of the University Statute and the Regulations on the structure and activities at the Croatian Studies,
  - to access the regulations of the Croatian Studies and the records from the meetings of the Science and Education Council of the Croatian Studies,
  - have the course execution and content adjusted according to their abilities and needs if such adjustments are required by their psychological and physical condition,
  - a methodical, didactic and psychological support and other forms of counselling support in accordance with the general and particular regulations of the University and the Croatian Studies,
  - participate in organized sports activities aimed at aiding the individual psychophysical development,
  - participate in the activities of student organizations at the Croatian Studies, in accordance with their rules, and
  - file complaints in case of violations of the student rights to the head of the respective study, who is then required to notify the competent persons or bodies of the Croatian Studies.
3. Full-time students are eligible for health insurance, subsidized meals, accommodation in a student dorm and other rights granted to them in accordance with special regulations.
4. Students are obligation to:
- respect the regulations of the University and the Croatian Studies,
  - uphold the reputation and dignity of the University and the Croatian Studies, students, teachers and other members of the academic community, and
  - act in accordance with the code of ethics of the members of the university community.

#### **Article 20**

##### Loss of rights in case of full-time students

1. The rights of full-time students are reliant on the acquired ECTS credits and determined at the time of their enrolment into the following academic year. The achieved level of these rights is maintained until the end of the academic year which was enrolled.

#### **Article 21**

##### Termination of student status

1. Student status shall be terminated:
  - on the completion of the study,
  - when the next semester or academic year is not enrolled in within the prescribed time frame,
  - in case of withdrawal from the study on the date the deregistration certificate is issued,
  - if the student fails to acquire a total of at least 35 ECTS credits in two academic years in a row,
  - in case of exclusion on the basis of a decision issued by a disciplinary tribunal issued and enforced by the Science and Education Council of the Croatian Studies on the day when the decision on exclusion becomes final,
  - in case the actual duration of the study (not including any periods of abeyance) doubly exceeds the prescribed study duration
  - in case of failing to pass an exam in accordance with Article 71 Paragraph 4 of the Statute of the University of Zagreb and Article 70 these Regulations.
2. A student who voluntarily deregisters from his study is issued a certificate thereon stating the duration of the study, the total accumulated ECTS credits, and a list of exams passed with the corresponding ECTS credits and grades achieved. The deregistration is noted in the student index.
3. A student whose enrolment has been terminated on the basis of a disciplinary decision is issued a certificate stating the duration of the study, the total accumulated ECTS credits, the list of

exams passed with the corresponding ECTS credits and grades achieved, as well as the reason why the disciplinary proceedings were initiated and the disciplinary decision itself. The information on deregistration, the reasons for the initiation of the disciplinary proceedings and the issued disciplinary decision shall be entered into the student index.

4. The person who has lost the status of a student cannot enrol in and continue the studies according to the same study programme at the Croatian Studies, nor can they transfer from this study to another from which they had already terminated their enrolment or had previously lost the right of participation.

5. The person referred to in paragraph 5 item 1 who has lost the status of a student is not entitled to continue the study or re-enrol at the Croatian Studies.

## **Article 22**

### Deregistration and the corresponding certificate

#### 1. Deregistration

- students have the right of deregistration.
- students submit the request for deregistration to the Student Services.
- prior to submitting the request the student is required to settle all the financial obligations to the Croatian Studies, return the charged books and equipment, the proof of which the student is required to submit along with the request for the deregistration.

2. When seeking deregistration from the studies, the student is issued with a deregistration certificate as specified in paragraphs 2 and 3 in the preceding Article. The deregistration certificate shall include:

- name of the institution of higher education
- the name and surname of the student being issued with the certificate
- the name of the study and the academic year in which the student was enrolled
- academic year of study in which the student was last enrolled
- list of exams passed
- grades in exams passed and the corresponding ECTS credits.

3. Exceptionally, in case of students from paragraph 3 of the preceding Article the deregistration certificate shall also contain the reasons for the disciplinary proceedings and the disciplinary decision itself.

## **Article 23**

### Index

1. Index is issued to each student on the enrolment in the programmes at the Croatian Studies and serves as a proof of student status.

2. In the event of loss or damage to the student index, at the request of the student a duplicate index shall be issued. The costs of issuing a duplicate Index are borne by the student.

## **Article 24**

### Exceptionally successful students

1. The status of an extremely successful student the Head of Studies grants at the proposal of the commissioner for education and students and the proposal of the heads of departments. The status of exceptionally successful students shall be granted to the students who have achieved 60 ECTS credits within the syllabuses of their respective studies and meet at least three of the following criteria combined:

- regularly enrolling in senior years of study while maintaining a grade point average of at least 4.50 throughout the years of study,
  - completing the study within the time prescribed by law or in a shorter period with a grade point average of at least 4.50
  - having won the Rector's Award
  - being a successful demonstrator positively evaluated by the employing lecturer
  - being an author or a co-author of a scientific or review paper in a peer-reviewed scientific journal or conference proceedings.
2. The Head of the Croatian Studies may at the proposal of the commissioner for education allow the exceptionally successful student to complete his studies in a shorter time than it is required by the study in question and the commissioner for education and students may allow him to acquire more than 36 ECTS credits per semester.
  3. Exceptionally successful students may be allowed to enrol in another undergraduate or graduate study if they meet the conditions required for the enrolment.
  4. Exceptionally successful students may be released from the obligation to pay the costs of participation in another study.
  5. A student who wishes to be recognised as an exceptionally successful student must submit to the commissioner for education and students a request to have the status approved, along with the proof of eligibility in accordance with paragraph 1 of this Article.

## **Article 25**

### Abeyance

1. The right to seek abeyance from his studies a student shall have in the following circumstances:
  - during pregnancy,
  - up to one year of age of the student's child (this provision applies equally to students as fathers and students as mothers)
  - in case of illness which prevents the student from a successful participation in the study during the academic year for a minimum of three months,
  - during an international student exchange if it lasts longer than 30 days and during which the student shall not acquire ECTS credits
  - in case of other legitimate reasons.
2. The decision to grant the student a period of abeyance is made by the commissioner for education and students based on the student's written request in accordance with this Article and the regulations of the University of Zagreb.
3. The student must submit a written request and submit documents containing legitimate reasons for initiating the procedure to seek abeyance to the commissioner for education and students within 30 days of ceasing to attend classes. Under credible documentation shall be considered a certificate confirming the student's inability to fulfil student obligations issued by a competent institution.
4. With regard to the reasons for the initiation of the procedure to seek abeyance, the commissioner for education and students may approve a period of abeyance of up to one semester or one year. The student is entitled to a cumulative period of abeyance of up to two years of undergraduate study or up to one year of graduate study.
5. If the period determined in paragraph 4 of this Article ends and the reasons for the abeyance persist, the commissioner for education and students may grant a new period of abeyance if such a decision can be supported by the newly submitted documentation in this regard.
6. For the duration of the abeyance period, the student may attend exams for which he has met the requirements.



7. If the study programme has changed during the period of abeyance, the student must pass the differential exams and fulfil other obligations which have been introduced as part of the changes to the study programme.
8. The period of abeyance shall not be calculated into the total duration of the study.

#### **Article 26**

##### Student disciplinary responsibility

In the event of a violation of the Statute, the Regulations on the Structure and activities of the Croatian Studies or these Regulations, disciplinary proceedings shall be instituted against the offending student in accordance with the Regulations on the disciplinary responsibility of students.

### **IV. ADMISSION**

#### **Article 27**

##### Enrolment quota

Enrolment quota for the enrolment in the first year of undergraduate and graduate studies is adopted by the Science and Education Council of the Croatian Studies at the proposal of the department councils and confirmed by the Senate.

#### **Article 28**

##### Call for Admission

1. The admission is conducted following a public call for admission issued by the Senate in accordance with the Statute.
2. The call for admission to the first year of undergraduate study is issued by the University at least six months before the beginning of classes.
3. The call for admission to the first year of graduate studies is issued by the University at least one month before the beginning of classes.
4. The call for admission to the first year of study at the Croatian Studies, University of Zagreb, shall include the following:
  - admission requirements
  - spots available per study programme
  - information on the admission procedure and the application for participation
  - selection criteria (type of the completed high school or graduate study programmes, success in previously completed levels of education, qualification test scores, etc.)
  - deadlines for enrolment, and
  - other relevant information.

#### **Article 29**

##### The committee for admission to undergraduate studies

1. The admission committee comprises the heads or deputy heads of all the departments of the Croatian Studies and the chairman of the admission committee.
2. The chairman of the admission committee must be a teacher elected to a scientific-educational title.

3. The members and the chairman of the admission committee are appointed by the Science and Education Council of the Croatian Studies at the proposal of the heads of departments.
4. The admission committee organizes and implements the classification procedure for admission to undergraduate studies.
5. The admission committee submits a report on the results of student admission to the Science and Education Council of the Croatian Studies.

### **Article 30**

#### The committee for admission to graduate studies

1. The admission committee comprises the heads or deputy heads of all the departments of the Croatian Studies and the chairman of the admission committee.
2. The chairman of the admission committee must be a teacher elected to a scientific-educational title.
3. The members and the chairman of the admission committee are appointed by the Science and Education Council of the Croatian Studies at the proposal of the heads of departments.
4. The admission committee organizes and implements the classification procedure for admission to graduate studies.
5. The admission committee submits a report on the results of student admission to the Science and Education Council of the Croatian Studies.

### **Article 31**

#### Right to apply for admission to undergraduate studies

All persons who have completed secondary education in the duration of at least four years, who have passed the state graduation exam and who meet other requirements in accordance with applicable regulations shall be eligible to apply for the admission to undergraduate studies.

### **Article 32**

#### Right to apply for admission to graduate studies

The following persons shall be eligible to apply for the admission to graduate studies:

- persons who have completed an undergraduate university study
- persons who have completed a graduate university study
- persons who have completed an integrated undergraduate and graduate university study
- persons who have completed an undergraduate university study in accordance with established regulations which were applicable prior to the entry into force of the Act on Scientific Activity and Higher Education.

### **Article 33**

#### Admission procedure for undergraduate and graduate studies

1. The candidates for the admission to undergraduate studies are selected based on admission procedure.
2. The admission procedure for undergraduate studies takes into account the success in high school and the success in the state graduation exam and, if applicable, the results in additional tests which evaluate specific knowledge, skills and abilities, as well as any other special achievements.

3. At the proposal of the department council, for each academic year the Science and Education Council issues a decision on the admission to the first year of undergraduate university studies at the Croatian Studies in accordance with the terms of admission to the study programmes of the University of Zagreb.
4. A person who has failed to meet the minimum requirements in the admission procedure is not eligible for admission.
5. The admission procedure for graduate studies takes into account:
  - grade point average in the previously completed higher education level
  - total of ECTS credits accumulated in the first level of study
  - duration of the previously completed level of study.

**Article 34**  
Right to appeal

1. Exclusively at his own request, an admission candidate may be granted access to the results of the admission procedure and other documentation in this regard.
2. The candidate has the right to lodge an appeal concerning the implementation of the admission procedure within 24 hours from the time of the publication of its results.
3. Admission committee shall consider the candidate's appeal within 24 hours of receiving the complaint.
4. If the candidate does not find the response of the admission committee satisfying, within 24 hours of receiving the response, he has the right to re-submit the appeal to the Head of the Croatian Studies or, in his absence, to the commissioner for education and students.
5. The Head of the Croatian Studies, or the commissioner for education and students, must respond to the candidate within 24 hours of receiving the appeal.
6. The response of the Head of the Croatian Studies, or the commissioner for education and students, shall be considered final and binding, and in its wake it is no longer possible to lodge further appeals.

**Article 35**  
Right of admission to the first year of undergraduate study

1. The enrolment in an undergraduate study shall be carried out following the completion of the admission procedure and once the ranking of candidates has been determined.
2. A candidate is eligible to enrol in the first year of undergraduate study if he has met the minimum requirements in the admission test and in accordance with his place in the ranking.
3. A candidate who has not met the minimum requirements in the admission test is not eligible for admission to the first year of undergraduate study.
4. A candidate who is eligible for admission must be enrolled within the time provided for the enrolment, which is posted on the bulletin board and the website of the Croatian Studies; otherwise, he yields the right to enrol.

**Article 36**  
Right of admission to the first year of graduate study

1. The enrolment in a graduate study shall be carried out following the completion of the admission competition procedure.
2. A candidate is eligible to enrol in a graduate study in accordance with the conditions and criteria set out in the call for admission to the first year of graduate study.

3. The persons referred to in item 1 of Article 32 of these Regulations, who have completed undergraduate studies, shall be eligible to enrol in graduate study programmes if they have submitted complete documentation confirming the completion of their undergraduate studies.
4. The persons referred to in item 2 of Article 32 of this Regulation shall be eligible to enrol in graduate study programmes if they have submitted complete documentation confirming the completion of their university undergraduate studies.
5. The persons referred to in item 2 of Article 32 of this Regulation shall be eligible to enrol in graduate study programmes if they have submitted complete documentation confirming the completion of their university integrated undergraduate and graduate studies.
6. Foreign nationals and stateless persons who are not permanently residing in the Republic of Croatia may enrol in the studies under the same conditions as apply to Croatian citizens, providing they pay for their studies in accordance with the applicable law and regulations of the University.
7. Citizens of EU countries may enrol in the studies under the same conditions as apply to Croatian citizens.

#### **Article 37**

##### Obligation to pass differential exams

Persons referred to in the preceding Article of these Regulations, who are eligible for admission to graduate studies, but who have not completed undergraduate studies based in the same scientific area, field or branch (hereinafter: a similar study) in which the graduate study for which they have gained the right of admission is based, may be required to pass differential exams in the scope and according to the schedule prescribed by the councils of individual departments.

### **V. TRANSFER FROM OTHER STUDIES**

#### **Article 38**

##### Right to transfer from other higher education institutions

1. The transfer of students from similar studies of the same level at the universities in the Republic of Croatia is granted on the basis of the decision on the recognition of acquired ECTS credits which is issued by the ECTS coordinator.
2. At the proposal of the council of the department which holds the study in question, the commissioner for education and students may prescribe that the persons referred to in paragraph 1 of this Article must acquire additional ECTS credits or meet other differential conditions.
3. A student who is studying at a university outside the Republic of Croatia may be granted the right to transfer in accordance with the procedure defined by a separate law and under the conditions specified by the commissioner for education and students and on the condition of prior approval of the ECTS coordinator and the council of the department which holds the study in question.

#### **Article 39**

##### Conditions for student transfer from other higher education institutions

1. Students may apply for transfer after completing the first year of study.
2. Students may apply for transfer in the last five working days before the beginning of classes in the following academic year. The period when it is possible to apply for transfer is stated in the

academic year calendar and the examination calendar which are published on the official website of the Croatian Studies. Applications submitted outside the prescribed period shall not be considered.

3. If the student who is applying for the transfer enrolled in the first year of study for the first time, he must meet the requirements for enrolment into a higher year of study at the higher education institution from which he wishes to be granted transfer and do so prior to applying for transfer.

4. A student who is applying for transfer must not be repeating the year of study or intend to enrol in the same year of study again at the time of applying for transfer.

5. A student who wishes to apply for transfer must meet the requirements for enrolment into the higher year of study at the higher education institution from which he wishes to be granted transfer. Otherwise, in case that the enrolment in the next year of study is finalized prior to the period in which the student might apply for transfer to the Croatian Studies, this must be the first time the student is enrolling in that year of study.

6. At the time of applying for transfer into the second year of study at the Croatian Studies, a student must not have a grade point average lower than 3.50 and must have earned at least 60 ECTS credits during the first year of study in the courses prescribed by the study programme and syllabus for this academic year.

7. If the student who is applying for transfer wishes to enrol in the third year of study, at the time of applying for transfer he must not have a grade point average lower than 3.50 and must have acquired at least 120 ECTS credits during the first two years of study.

8. Exceptionally, a transfer may be granted to those students who do not meet the requirements set out in paragraphs 3 through 7 of this Article if the transfer is necessary due to a serious illness, family relocation or other justifiable reasons.

9. What constitutes justifiable reasons shall be decided upon by the Head of the Croatian Studies at the proposal of the commissioner for education and taking into account the opinion of the ECTS coordinator.

#### **Article 40**

##### Required documents

With the request for transfer a student must submit a transcript of grades with the number of accumulated ECTS credits validated by the higher education institution which holds the study in question, a copy of the student index and, if necessary, other documents requested by the Croatian Studies during the decision making in regard to the transfer.

#### **Article 41**

##### Decision on transfer

1. The decision on transfer shall be made by the Head of the Croatian Studies at the proposal of the commissioner for education and students.

2. The exams passed at the previous, home institution of higher education, shall be entered into the records under original course titles, with original grades and acquired ECTS credits.

3. The students who have been granted transfer from another institution of higher education to the Croatian Studies may be required to additionally take differential exams in the scope and according to schedule established in the decision on the transfer.

#### **Article 42**

##### Admission of transferred students

A transferred student must be enrolled by the end of the enrolment period or within 8 days of receiving the decision on the transfer.

### **Article 43**

#### Transfer of students between the studies at the Croatian Studies

1. Students of the Croatian Studies who wish to transfer to other studies at the Croatian Studies may be granted transfer provided they pass the admission test anew and meet the minimum requirements.
2. Any student as defined in paragraph 1 of this Article is granted enrolment within the constraints of the specially prescribed enrolment quotas for this category of students and in accordance with the success achieved in the admission test. The quota for this category of students is exceptionally determined by the Science and Education Council at the proposal of the councils of individual departments.
3. Students who are transferring to another study on the condition of taking the admission test anew pay maximum participation in the cost of study in accordance with applicable regulations.
4. The transfer from a double major study to a single major study so that the student might keep only one major from the previous combination of two is possible only after completing the first year of study, on admission to the second year of study.
5. Any student as defined in paragraph 4 of this Article has the right to transfer at the beginning of the next academic year, provided that during the previous year of study he had fulfilled all the requirements prescribed by the study programme for the enrolment in the upcoming year in both study majors and thus collected 60 ECTS credits.
6. Any student as defined in paragraph 4 of this Article may submit a request for transfer and for the recognition of the passed courses to the commissioner for education and students, who will issue a decision in this regard based on consultations with the heads of the respective departments and, if necessary, with respective course teachers.
7. Any student as defined in paragraph 4 of this Article who has met the requirements for the transfer from a double major to a single major study shall pay for the studies according to the currently applicable Decision on the participation in the costs of study for undergraduate and graduate students of the Croatian Studies, University of Zagreb.

## **VI. CLASSES**

### **Article 44**

#### Types of classes

1. Classes are held in the form of lectures, seminars and training.
2. Other types of classes and teaching include work groups, student practice, field work, help from student demonstrators, research work, and consultations with teachers, tutors and mentors.
3. Classes in a particular course are typically held throughout a single semester.

### **Article 45**

#### Class venue

1. Classes are held on the premises of the Croatian Studies at the Borongaj University Campus.
2. Exceptionally, the teachers may request from the Head of the Croatian Studies to allow certain types or parts of classes to be held outside the Croatian Studies if the Croatian Studies cannot provide the necessary and adequate conditions for such classes on the premises.

**Article 46**  
Compulsory courses

1. Classes are held in the form of compulsory and elective courses.
2. A student is required to attend the compulsory courses throughout the academic year or semester as it is determined by the study programme and the syllabus.
3. A course in which the student fails to pass the exam and meet all the requirements he is required to re-enter into the student index in the next year. If the student has not met all the requirements as they are required by the course, he shall attend the classes in this course anew and meet the requirements for attending the exam.

**Article 47**  
Elective courses

1. Elective courses are selected by the students themselves from the selection of elective courses available within their respective study programmes or syllabuses.
2. An elective course shall be considered compulsory for students who enrol in it. Once enrolled for an elective course the student is required to attend the classes and perform all obligations in this regard, as well as attend the exam under the terms of the respective study programme and syllabus.
3. Exceptionally, if for justified reasons (e.g. conflicting schedule), the student cannot perform the obligations required by the course, the student may unsubscribe from the selected elective course in the Department for Education and Student Affairs in the first two weeks of the course's duration in the current academic year.

**Article 48**  
Elective courses in other study programmes of the Croatian Studies

1. Per one semester the students of undergraduate university studies of the Croatian Studies may not attend more than one elective course and one compulsory course from the same study in which they are not originally enrolled; these provisions do not apply to graduate students and exceptionally successful students.
2. Exceptionally, students may attend more than one course from another study if this is allowed for in the study programme.
3. A course as defined in paragraph 1 of this Article may at the originally enrolled study be evaluated as an elective course or as a shared course if this is provided for in the study programme.
4. An exam passed at another study may be recognized as such only in the event that the student has terminated his enrolment in the study in which the exam was attended, and has enrolled in the study in which he is seeking the exam to be recognised.

**Article 49**  
Courses from other higher education institutions

1. A student who is enrolled in a course and passed a corresponding exam at another constituent of the University of Zagreb or any other university in the Republic of Croatia may apply for the recognition of that exam, provided that the course passed complies with the student's study programme and syllabus, and that the value of the course in ECTS credits has been established.
2. The decision on the recognition of ECTS credits acquired pursuant to the provisions of paragraph 1 of this Article is made by the commissioner for education and students with respect

to the total required number of ECTS credits for courses within the respective study programme, as proposed by the council of the department holding the study.

3. During study the total number of ECTS credits which are acquired while attending courses outside the study programmes of the Croatian Studies may not exceed 30 ECTS credits at the undergraduate level and 15 credits at the graduate level. A student may, in accordance with the study programme and with the approval of the head of the respective department and the ECTS coordinator, enrol in courses at other university studies as elective. The student is required to register his elective course with the Department of Student Affairs within two weeks of the start of classes in the winter or summer semester by means of submitting a certified form from the higher education institution at which he intends to attend the elective course. He should also secure the required signatures and opinions of the head of the respective department and the commissioner for education and students concerning the recognition of a particular group of elective courses.

#### **Article 50**

##### Elective courses and group size

1. An elective course (work group) shall be held if at least 15 students apply for it.
2. In courses where classes are held in the form of seminars and/or training, no more than 20 students may participate.
3. The maximum or minimum number of attending students may be higher or lower than the number specified in paragraphs 1 and 2 providing a special approval has been granted by the Head of the Croatian Studies or the commissioner for education and students.

#### **Article 51**

##### Student workload

1. ECTS credits represent the numeric value assigned to a particular course which is used to describe student workload required to meet all the obligations of the course including passing the examination and the time required to achieve the programme's objectives expressed in terms of expected learning outcomes and acquired competencies.
2. Full-time students may enrol between 25 and 35 ECTS credits in accordance with the study programme.
3. ECTS credits are acquired only when all the obligations have been successfully fulfilled and appropriate methods have been applied to assess the achievement of defined learning outcomes.

#### **Article 52**

##### Attendance

1. Students are required to attend classes regularly.
2. The teacher monitors the class attendance.
3. The criteria based on which the teacher determines the class attendance shall be public and listed in the study programme and syllabus for each course.
4. By granting his signature at the end of the semester the course teacher confirms that the student has attended classes and fulfilled the course obligations.
5. If the student does not obtain the course teacher's signature as a confirmation of regular class attendance and the fulfilment of all course obligations at the end of the semester, he may not attend the course examination.

#### **Article 53**



## Absence

1. One teaching class consists of two course periods or, exceptionally, one period if this is allowed for in the study programme and syllabus.
2. One period lasts 45 minutes.
3. Not attending one teaching class is counted as one absence.

## **Article 54**

### Record of held classes

Record of held classes is kept in electronic or written form.

## **Article 55**

### Demonstrators

1. Teachers propose students for demonstrators for each course to the department council within the deadlines and according to the criteria laid down in the regulations of the Croatian Studies.
2. The obligation of a demonstrator is to provide help to the teacher in the course of teaching or to participate in scientific research. A demonstrator should not independently hold classes or participate in the examination of other students.
3. Demonstrators are appointed by the Science and Education Council at the proposal of the council of the department for which the demonstrator wishes to work, no later than one month after the classes have begun.
4. A student demonstrator performs his duties without receiving a monetary award.
5. A student demonstrator shall be issued with a certificate confirming the completion of his duties at the end of the academic year during which the student was a demonstrator.

## **Article 56**

### Progressing and falling back during studies

1. For regular admission into the second year of study, students must achieve at least 60 ECTS credits in the first year of study in the courses prescribed by the study programme and syllabus.
2. For conditional admission into the second year of study, students must achieve between 50 and 59 ECTS credits in the first year of study in the courses prescribed by the study programme and syllabus.
3. For regular admission into the third year of study, students must achieve at least 60 ECTS credits in the second year of study in the courses prescribed by the study programme and syllabus, and the total of 120 ECTS credits at the least during the first and the second year of study combined. Students must also pass all the enrolled, compulsory and elective courses from the first year of study.
4. For conditional admission into the second year of study, students must achieve between 50 and 59 ECTS credits in the second year of study in the courses prescribed by the study programme and syllabus, and the total of 110 ECTS credits at the least during the first and the second year of study combined. Students must also pass all the enrolled, compulsory and elective courses from the first year of study.
5. A student who has achieved less than 60 credits in the courses prescribed by the study programme and syllabus for the enrolled year of study must re-enrol and pass the courses which he failed to pass in the previous years of study as well as fulfil other obligations by the end of the semester in which these courses are held.

6. If a student has not fulfilled all the obligations required by the syllabus for that course, he shall attend the course again.
7. If a student has fulfilled all the obligations except passing the final exam, he must secure the course teacher's signature as a confirmation of the fulfilment of the obligations required by the course in question.
8. A student who fails in two consecutive academic years to achieve a minimum of 35 credits shall lose his student status and the right to complete the enrolled study at the Croatian Studies.
9. The student referred to in paragraph 2 who has failed to pass the required exams which he had not passed in the previous year of study, and who has failed to fulfil all the obligations within the time limit set out in paragraph 3 must re-enrol in this year.
10. A student who has not fulfilled the obligations prescribed by the study programme and syllabus and has collected less than 50 ECTS credits during one year of study must re-enrol in this year.
11. A student may enrol in same year of study only twice.
12. If a student fails to fulfil the obligations prescribed for the year of study after re-enrolling into the same year, he shall lose the right to attend this study.

#### **Article 57**

##### Physical education

1. Physical education is carried out as a compulsory course during the first and the second year of undergraduate study.
2. A student may, if he so wishes, participate in courses of physical education throughout the entire study.
3. Physical education as student workload is not expressed in ECTS credits.

### **VII. EXAMINATIONS**

#### **Article 58**

##### Exam schedule

1. Examination terms are divided into winter, summer and autumn examination terms.
2. A course teacher may hold knowledge assessments throughout the academic year and must adhere to the examination calendar.
3. An examination may be attended by any student who has met all the requirements proscribed by the syllabus.
4. A student who has not fulfilled the obligations prescribed by the syllabus of a particular course cannot attend the examination.
5. Teachers are required to provide at least two examination dates within one examination term. At least eight days must pass between two offered dates.
6. Exams may be theoretical and practical.
7. Exams may be written, oral or combined.
8. Teachers are required to provide examination dates and hold the examinations for their courses as long as students have the right to apply for a particular exam.

#### **Article 59**

##### Exam venue

Teachers are required to hold the examinations at the premises of the Croatian Studies at the Borongaj University Campus.

## **Article 60**

### Calendar and schedule of exams

1. The examination calendar is published on the bulletin board or the website of the Croatian Studies at the beginning of each academic year.
2. The schedule of examinations is published on the bulletin board, on the website of Croatian studies and in ISVU (Information System of Higher Education Institutions).

## **Article 61**

### Grades

1. The success of students in examinations and assessment tests shall be expressed in the following grades: excellent (5), very good (4), good (3), satisfactory (2) and unsatisfactory (1).
2. Passing grades are: excellent, very good, good and satisfactory.
3. Unsatisfactory (1) is a failing grade and it is entered only in the records.
4. A student's success is expressed according to the national grading scale (1-5) and, if necessary, the ECTS grading scale (A to F) in the ECTS system:  
an excellent grade (5) is equivalent to A in the ECTS scale, and vice versa,  
a very good grade (4) is equivalent to B in the ECTS scale, and vice versa,  
a good grade (3) is equivalent to C in the ECTS scale, and vice versa,  
a sufficient grade (2) is equivalent to D in the ECTS scale,  
while D and E in the ECTS scale both correspond to the satisfactory grade (2)  
an unsatisfactory grade (1) is equivalent to F in the ECTS scale, while F and FX in the ECTS scale ECTS both correspond to the unsatisfactory grade (1).
5. The teacher enters the grade into the student index and ISVU, as well as the Certificate on the acquired ECTS credits, along with ECTS credits earned by the student on the basis of the course.
6. The grade point average is expressed by rounding to the second decimal place.

## **Article 62**

### Grading

1. Each obligation the student must meet which is prescribed by the study programme and aimed at evaluating the student's achievements, knowledge or skills, for which the student receives a numerical grade or a mark confirming his passing or failing the requirements, in the light of these Regulations shall be considered an examination.
2. The undergraduate or graduate student dissertation marks the completion of the student's studies and the final grade is determined based on the written dissertation at an undergraduate level, and a written dissertation including an oral defence or a presentation of it at the graduate study level.

## **Article 63**

### Assessment of student achievements and knowledge

1. Student achievements are tested and evaluated throughout the semester and the final grade is determined by the final exam.
2. The assessment of student achievement during the semester in certain types of classes is calculated into the final course grade achieved in the final examination and / or other tests referred to in Article 62 paragraph 1.

3. The teacher shall evaluate the student's examination with an unsatisfactory grade (1) when the student:

- leaves the room in which the written examination is being held or withdraws from the already started oral examination,
- after passing the written examination, does not attend the oral part of the exam, if there should be one, within a specified period,
- has to be removed from the examination due to misconduct, disturbance of other students or using unauthorized aids,
- does not attend the examination and fails to cancel his attendance at least 24 hours prior to the scheduled exam date.

4. Students who have not passed the written part of the examination are not entitled to attend the oral part, if there should be one, unless the exam is held before a teacher committee in accordance with Article 71 paragraph 4 of the Statute.

5. The written part of the examination may be eliminatory unless the exam is held before a teacher committee in accordance with Article 40 paragraph 5 of the Regulations on studying at undergraduate and graduate studies of the University of Zagreb and Article 71 paragraph 4 of the Statute, in which case, the student has the right to an oral exam.

#### **Article 64**

##### Public examination

1. All examinations are public.
2. The student has the right to request the examination attendance to be made public and to not attend the oral examination until this can be ensured.
3. The criteria for the evaluation of a written examination must be made public and known to the students before they attend the written exam.
4. The student has the right to examine the evaluated written part of the exam.

#### **Article 65**

##### Applying for exams

1. Students apply for examinations through ISVU or by submitting the exam application form.
2. Students are required to apply for an examination no later than five working days prior to the examination; the student who applies for examination through ISVU is obliged to register for the exam at least 2 days or 48 hours before the exam date.
3. The teacher is not obliged to admit to the exam a student who has failed to apply for the exam within the prescribed period.

#### **Article 66**

##### Cancelling exam attendance

1. Students may cancel their examination attendance at least 24 hours before the fixed exam date, in which case it shall be considered that the student did not apply for the exam in the first place.
2. Should a student fail to cancel the exam attendance on time, the course teacher shall enter the comment "did not attend" into the examination list and a "0" value on the Teacher's Portal, thereby signifying that the student has failed the exam.

#### **Article 67**

##### Exam attendance during regular exam period

In each regular examination term there must be scheduled for each course at least two exam dates, except in case of continuous assessments. The period between two examination attendances in the same course in the regular examination term must be at least eight (8) days.

### **Article 68**

#### Publication of examination results

1. The teacher is required to communicate to the student the results of the oral examination immediately after the examination and the results of the written part of the exam no earlier than three and no later than five working days after the exam.
2. The teacher shall inform the students of their success in the exam before entering the grades into the student indexes, the certificates on the acquired ECTS credits or ISVU.
3. The right to review the exam documents belongs to both the student and other persons who can produce evidence of existence of their legal interest in the matter.

### **Article 69**

#### Appeals concerning exam results

1. A student who is not satisfied with the final grade achieved on the examination may, within 24 hours of the oral examination or the publication of grades from the written examination, appeal to take the exam before a teacher committee.
2. The teacher shall inform the student of his success on the exam before entering the grade into the student index, certificate on the acquired ECTS credits and ISVU.
3. The Head of the Croatian Studies appoints a three-member teacher committee within 24 hours of receiving the appeal.
4. The chairman of the teacher committee shall be a teacher in the same branch of science as the course teacher.
5. The teacher whose grade the student has found unsatisfactory cannot be appointed as the chairman of the teacher committee.
6. The Head of the Croatian Studies determines the time and place of the exam.
7. The repeated exam must take place within five working days of the filing of the student's appeal.
8. In case of an appeal concerning the written part of the exam, the teacher committee is obliged to re-evaluate the student's written exam.
9. The teacher committee shall reach a decision by majority vote.
10. The decision of the teacher committee on the examination shall be considered final.

### **Article 70**

#### Exam attendance limit

1. The exam for the same course can be taken up to four times.
2. The fourth time it is taken before a teacher committee appointed by the Head of the Croatian Studies.
3. The chairman of the teacher committee may not be the teacher who negatively graded the student on the previous occasion.
4. The chairman of the teacher committee must be a teacher elected to a teaching or scientific-educational title.
5. The committee shall evaluate all parts of the exam: written, oral or both. The teacher committee shall reach a decision by majority vote.
6. The decision of the teacher committee shall be considered final.

7. A student who fails to pass the examination in the same course for four times is required to re-enrol and attend this course anew and may not again attend the exam prior to this.
8. If the student fails to pass the exam after repeating the course, he shall lose the right to study at the enrolled study programme of the Croatian Studies.

#### **Article 71**

##### Delegating exams

In the case the course teacher is prevented from performing his duties for a longer period of time the Head of the Croatian Studies shall delegate the holding of exams to another teacher elected to a scientific-educational title in the same scientific field or branch as the course teacher.

#### **Article 72**

##### Exam records

1. The examination results are kept in the official records in accordance with the Act, the University Statute and the Regulations on keeping records on the students of higher education institutions (Official Gazette No. 9/05)
2. Exam application forms for held exams and completed exam lists the teacher is required to submit to the student administration office within five working days after the exam term has ended. Likewise, the teacher is required to enter the student's grade into ISVU within the same deadline.
3. In the event of discrepancies between the grade written into the student index and the grade entered into ISVU, the grade shall be established by reviewing the exam book, student index and the ISVU entry, and based on the assessment of the findings the grade shall be decided upon by the course teacher.

### **VIII. STUDY QUALITY ASSURANCE**

#### **Article 73**

##### Study quality assurance

Study quality assurance falls under purview of the Quality Assurance Committee whose work is governed by a special legal act of the University and the Croatian Studies.

#### **Article 74**

##### Evaluations by students

The Croatian Studies conduct evaluations by students through student surveys or by other suitable means. Evaluations by students are one form of implementing the study quality assurance. The survey results serve in the planning of scientific and educational activities of the Croatian Studies.

### **IX. COMPLETION OF STUDIES**

#### **Article 75**

##### Undergraduate dissertation

1. Undergraduate studies are completed by passing all the exams and fulfilling all other study obligations under the study programme and by writing the undergraduate dissertation.
2. The topic of the dissertation must be in the scientific field or branch in which the study that the student is about to complete is based. The student of a double major study has to submit only one dissertation in one study major.
3. The dissertation must demonstrate the student's understanding of the topic and his ability to independently use literature.
4. During the fifth semester a student preparing for the completion of the undergraduate dissertation must select a mentor.
5. A teacher can be a mentor if he was elected to an educational or a scientific-educational title.
6. A mentor is appointed by the department council at the proposal of the student and with the consent of the teacher himself.
7. The mentor determines the topic of the dissertation, supervises the process of its completion and evaluates it.
8. In its scope an undergraduate dissertation may have between 3500 and 4500 words.
9. The undergraduate dissertation is submitted to the mentor in printed format in the Croatian language and the Latin script. One copy of the dissertation must be submitted in electronic form.
10. The undergraduate dissertation may be written in one of the world's languages if conditions for it have been met at the Croatian Studies.
11. A student given an unsatisfactory grade (1) has failed to defend his final dissertation.
12. A student given an unsatisfactory grade (1) must select a new topic for his undergraduate dissertation.
13. The grade and ECTS credits the mentor shall enter into the student index and ISVU, and deliver them, along with the dissertation defence record and the copy of the dissertation in printed and/or electronic form, to the Student Services.

## **Article 76**

### Graduate dissertation

1. Graduate studies are completed by passing all the exams and fulfilling all other study obligations under the study programme and by writing and defending the graduate dissertation.
2. The topic of the dissertation must be in the scientific field or branch in which the study that the student is about to complete is based. The student of a double major study has to submit only one dissertation in one study major.
3. The dissertation must demonstrate the student's understanding of the topic and his ability to independently research, use literature and apply scientific and professional methodologies.
4. The right to defend his dissertation the student acquires upon previously passing all the required exams and fulfilling other obligations required by the study programme under the Act and these Regulations.
5. During the third semester a student preparing for the completion of the graduate dissertation shall select a mentor and propose a topic for the dissertation.
6. A teacher can be a mentor if he was elected to an educational or a scientific-educational title.
7. A mentor is appointed by the department council at the proposal of the student and with the consent of the teacher himself.
8. The mentor supervises the completion of the graduate dissertation and participates in the work of the dissertation evaluation committee (hereinafter: the committee).
9. The committee consists of three members and mentor may not be the chairman of the committee.
10. In its scope an undergraduate dissertation may have between 9000 and 10000 words.

11. The graduate dissertation is submitted to the mentor in printed format in the Croatian language and the Latin script. One copy of the dissertation must be submitted in electronic form.

12. The graduate dissertation may be written in one of the world's languages if conditions for it have been met at the Croatian Studies.

13. The deadline for the oral defence of the dissertation, which is determined by the chairman of the committee, can be a maximum of 30 days from the date the work has been submitted to the committee.

14. A written graduate dissertation and the oral defence of the dissertation must receive a passing grade by the majority of the members of the committee. If the dissertation or the oral defence receive an unsatisfactory grade (1), the student is required to write a new dissertation.

15. The grade and ECTS credits the mentor shall enter into the student index and ISVU, and deliver them, along with the dissertation defence record and the copy of the dissertation in printed and/or electronic form, to the Student Services.

### **Article 77**

#### Diploma

1. Upon completion of undergraduate or graduate study, a student is issued a diploma confirming the completion of his study.

2. Along with the diploma the student is issued a diploma supplement.

3. The diploma is issued in the Croatian language. Exceptionally, at the request of the student, it may be issued in any other language.

4. The diploma is presented by the Head of the Croatian Studies at a public promotion ceremony.

### **Article 78**

#### Public promotion ceremony

1. The diploma on the completion of higher education is presented to the student at a public promotion ceremony.

2. The certificate or the diploma, along with the diploma supplement, is presented to the student at a public promotion ceremony by the Head of the Croatian Studies.

## **X. AWARDS**

### **Article 79**

#### Type of Award

For their work and the results achieved throughout the study, as well as their contribution to the promotion of the University and the Croatian Studies the students may be granted the following awards:

- the Rector's Award,
- the Head of the Croatian Studies' Award for the best student paper,
- Head of the Croatian Studies Award for the best student.

Furthermore, students may be rewarded in other ways in accordance with these Regulations.

### **Article 80**

#### Rector's Award



1. The Rector's Award is awarded every year for the best student paper in the scientific or professional sphere or the best artistic achievement.
2. All students may compete for the award.
3. The Croatian Studies appoint a committee for the selection of the best works, and the final decision to award the Rector's Award, which consists of a money prize and the charter, is made by the Rector at the proposal of a special committee.
4. Awards are presented to the students by the Rector in accordance with the provisions of the Regulations on the Rector's Award.

#### **Article 81**

##### The Head of the Croatian Studies Award for the best student

1. The award for the best student of the Croatian Studies is awarded every academic year to a final-year student at each of the studies of the Croatian Studies for achieving excellent results and success throughout the entire study.
2. The decision on the best student is made by the department council according to specifically defined criteria.
3. The best student receives an award in the form of a money prize and a charter.
4. The award is presented to the student by the Head of the Croatian Studies on the occasion of the Day of the Croatian Studies.

#### **Article 82**

##### Other ways of awarding students

For activities which are not considered part of the student workload the students may receive honours from the Head of the Croatian Studies.

Such activities include:

- editing of a student professional journal,
- organization of professional / scientific conferences,
- participation in round tables (presentation),
- presentations at professional conferences,
- presentations at scientific conferences,
- publication of a paper in a journal / collection of papers,
- publication of a paper in a journal (book) with an international review,
- participation in classes in the capacity of a demonstrator,
- participation in fieldwork,
- participation in professional education (school) with mentoring,
- professional work in the field under mentorship (excavation, researching archives, internships, scientific research ...)
- participation in extracurricular activities that significantly contribute to professional development.

## **XI. STUDENT UNION AND OTHER STUDENT ORGANISATIONS**

#### **Article 83**

##### Branch of the Student Council

1. The branch of the Student Council is a non-partisan and non-political body in the work of which all the students of the Croatian Studies, University of Zagreb, may participate.

2. The organization and the activities of the branch of the Student Council are established by separate regulations which must comply with the Act on the Student Council and Other Student Organizations (Official Gazette 71/07).

#### **Article 84**

##### Other student organizations

1. Students have the right to establish professional, sports and other non-political and non-profitable associations at the Croatian Studies and beyond.
2. In order to establish a professional student organization, the organization must have in its records at least 30 members from the ranks of students and must establish its own rules concerning its activities which should be approved of by the Science and Education Council.

## **XII. TRANSITORY AND FINAL PROVISIONS**

#### **Article 85**

##### Obligation to apply more favourable provisions

If the law or the regulations based upon it determine the rights of students and exercising of those rights in a manner that differs from the minimum provisions as they are established in these Regulations, the provisions of this law and the regulations based upon it shall apply.

#### **Article 86**

##### Application

1. These Regulations shall apply to all students enrolled at the Croatian Studies studying the courses organized in accordance with the Act on Scientific Activity and Higher Education.
2. For students who have enrolled in the studies organized according to the Act on Higher Education Institutions, the Regulations on the structure and activities at the Centre for Croatian Studies of the University of Zagreb shall be applicable.
3. These Regulations shall enter into force on the date of their publication of the bulletin board of the Croatian Studies, to be implemented from the academic year 2013/ 2014.

#### **Article 87**

##### Entry into force

These Regulations shall enter into force on the date of their publication on the bulletin board of the Croatian Studies.

The Regulations were published on the bulletin board of the Croatian Studies on 18 September 2013.

Zagreb, 11 September 2013

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**Head of the Croatian Studies  
University of Zagreb**

**Prof. Joseph Talanga, PhD**